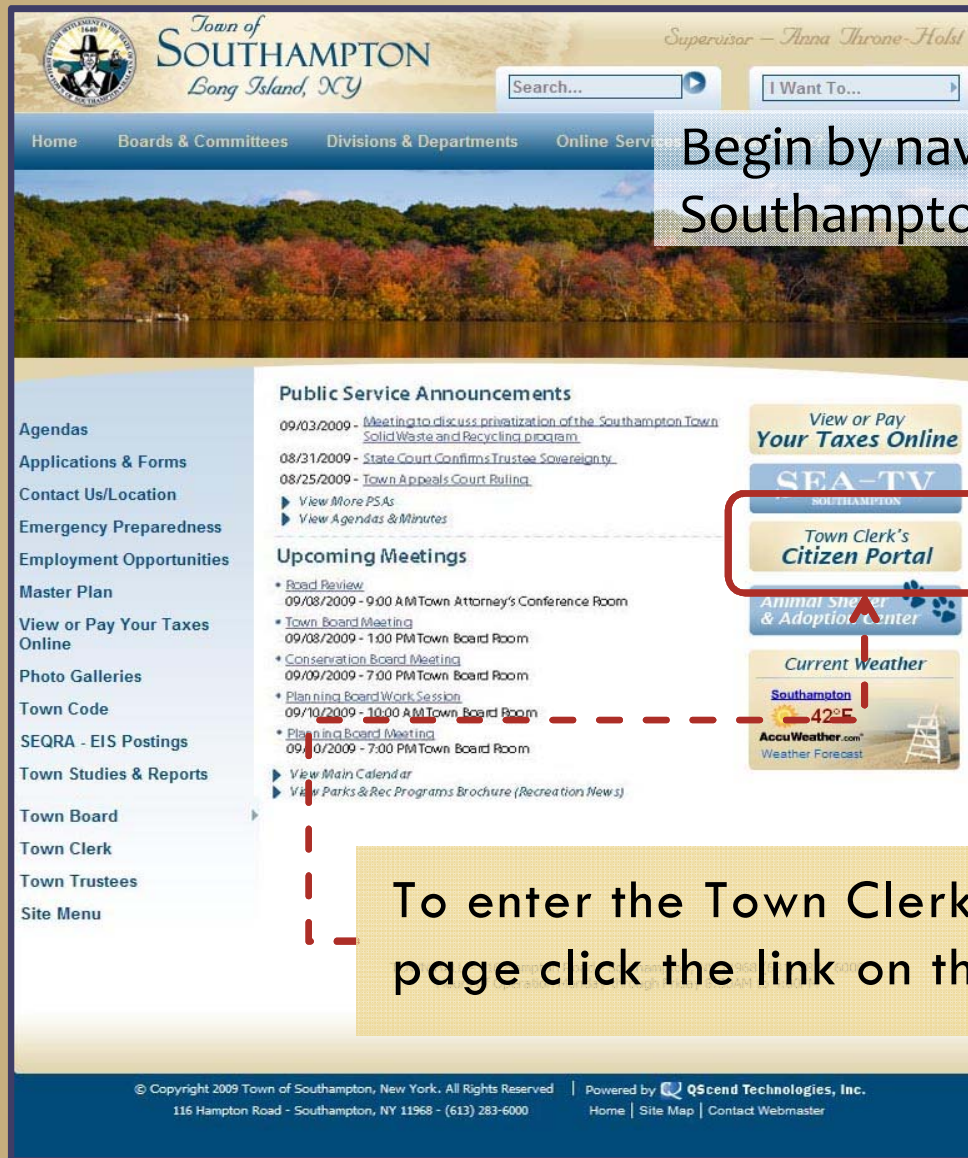


How Use the Town Clerk Citizen Portal



Begin by navigating to the Town of Southampton's Main Page

To enter the Town Clerk Citizens Portal page click the link on the main page.



Town Clerk Citizen Portal

The screenshot shows the Town of Southampton website. The header includes the town's logo and name, "Town of SOUTHAMPTON Long Island, NY", and the supervisor's name, "Supervisor — Anna Throne-Holst". A navigation bar contains links for Home, Boards & Committees, and Divisions & Departments. A left sidebar lists various services under the heading "TOWN CLERK", including Domestic Registry, Long Term Parking, Marriages FAQs, Printable Forms & Applications, Special Events Permit, Town Clerk Citizens Portal, Cemeteries, Historian, and Historical Document Search. The main content area is titled "DIVISIONS & DEPARTMENTS" and features a section for the "Town Clerk - Town Clerk Citizen Portal". A red box highlights the link "Link to Town Clerk Citizens Portal - Click This Link to Access Site". Below this link is a table with two rows of documents:

Document Name	Last Modified	Download Link
Town Clerk Citizens Portal Instructional Video	11/13/09	Download
Town Clerk Citizens Portal Instructional PDF	11/13/09	Download

Below the table, a dashed red line points to a text block that reads: "If you click on the above listed video link and a blank page appears you may need to download the latest version of Adobe Flash Player. Please click on the icon found below to download this free viewer. The PDF listed on this page requires Adobe Acrobat Reader. If you do not have Acrobat Reader you may download this free software by clicking on the Adobe icon shown below." At the bottom of this section are two icons: "Get ADOBE FLASH PLAYER" and "Get ADOBE READER".

This page contains a link to the Town Clerk Portal, Instructional Video and a PDF of the Instructional Video.

This link will navigate you to the main page of the Town Clerk Portal.



The Home page lists the most recent meetings and legal notices, with icons and hyperlinks to the agenda, minutes and video (if available) for each meeting.

Click the Search link for a more detailed search capability.

Click the Media link for MediaTraq webcasts, agendas and minutes.

The screenshot shows the Town of Southampton website. At the top left is the town seal. To its right is the text "Town of Southampton" and "Long Island, NY". A navigation bar contains links: Home, Search, Calendar, Media, Notices, and Contact Us. The "Search" link is highlighted with a red box and an arrow pointing to it from a text box. The "Media" link is also highlighted with a red box and an arrow pointing to it from a text box. Below the navigation bar, the "Southampton Town Board" section is visible. On the left, there is a "Meeting Group" dropdown set to "Town Board" and a "Search" section with a dropdown set to "Resolution" and a "Find" button. The "Search" section is highlighted with a red box. In the center, there is a profile for "Sundy Schermeyer, Town Clerk" with contact information. To the right, there is a "Meeting Calendar" section with a list of meetings. The "Notices" link in the navigation bar is highlighted with a red box and an arrow pointing to it from a text box. Below the "Notices" link, there is a list of recent notices, each with a date, time, and location. The "Notices" link is also highlighted with a red box. At the bottom left, there is a "Print This Page" link. At the bottom right, there is a "Recent Media" section with a "Click for Media Center" link. The "Recent Media" section is highlighted with a red box. The "Internet" logo is visible in the bottom right corner.

Click the Search link for a more detailed search capability.

Click the Media link for MediaTraq webcasts, agendas and minutes.


Click the Calendar link for a calendar view of meeting information.

Click the Notices link for a list of recent notices, broken down by type.

There is a quick find box where you can search for resolutions and other information by text.



From the Search screen you can search for resolutions, notices, minutes and hearings and more by text and date. Just select the item type from the dropdown box, enter the information in the “Text” field, enter your date range or click on the calendar and then click Go.



Town of Southampton
Long Island, NY

Welcome, Visitor
[\[Help\]](#)

HomeSearchCalendarMediaNoticesContact Us

Meeting Group
Town Board
Go

[Print This Page](#)

Search

Use this screen to search for meetings, agendas, minutes, resolutions, legal notices, public hearings and more.

What: Planning Board Resolution Text: From: To: Go

Search results are limited to 1000 records. For better results, use keywords and dates



The Media screen lists all MediaTraq Webcasts, Agendas and Minutes by Town Board Meeting date. Select the meeting date or enter search information. From the Search screen you can search for resolutions, notices, minutes and hearings by text and date. Just enter the information in the “Text” field, enter your date range and then click Search.

Town of Southampton

Long Island, NY

Welcome, Visitor
[Help]

Home Search Calendar Media Notices Contact Us

Meeting Group

Town Board ▼

Go

Search

Planning Board Resolution ▼

Enter Search Text Here

Find

[Print This Page](#)

Meeting Calendar

Displaying meetings from 1/1/2009 to 5/31/2009

Filter: Current, 2009, 2008, 2007, 2006, 2005, 2004, All

Meeting Date	Group	Type	Agenda	Minutes
05/26/2009 06:00 PM	Town Board	Regular Town Board Meeting		
05/22/2009 10:00 AM	Town Board	Special Town Board Meeting		
05/15/2009 09:30 AM	Town Board	Hampton Bays Water District Commissioners Meeting		
05/12/2009 01:00 PM	Town Board	Regular Town Board Meeting		
05/01/2009 01:00 PM	Town Board	Special Town Board Meeting		
04/28/2009 06:00 PM	Town Board	Regular Town Board Meeting		
04/21/2009 01:00 PM	Town Board	Special Town Board Meeting		
04/14/2009 01:00 PM	Town Board	Regular Town Board Meeting		
04/03/2009 10:00 AM	Town Board	Special Town Board Meeting		
03/27/2009 10:00 AM	Town Board	Town Board Work Session		
03/27/2009 09:30 AM	Town Board	Hampton Bays Water District Commissioners Meeting		



The Media screen lists all MediaTraQ Webcasts, Agendas and Minutes by Town Board Meeting date. Select the meeting date or enter search information. From the Search screen you can search for resolutions, notices, minutes and hearings by text and date. Just enter the information in the “Text” field, enter your date range and then click Search.

Town of Southampton
Long Island, NY

Welcome, Visitor
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Meeting Group
Town Board [Go](#)

Media Center

Search: From: To: [Search](#)


[Print This Page](#)

Town Board Meetings

Date	Time	Meeting Type	Agenda	Minutes
05/26/2009	06:00 PM	Regular Town Board Meeting	Agenda	Minutes
05/12/2009	01:00 PM	Regular Town Board Meeting	Agenda	Minutes
04/28/2009	06:00 PM	Regular Town Board Meeting	Agenda	Minutes
04/21/2009	01:00 PM	Special Town Board Meeting	Agenda	Minutes
04/14/2009	01:00 PM	Regular Town Board Meeting	Agenda	Minutes
03/27/2009	10:00 AM	Town Board Work Session	Agenda	Minutes
03/24/2009	06:00 PM	Regular Town Board Meeting	Agenda	Minutes
03/10/2009	01:00 PM	Regular Town Board Meeting	Agenda	Minutes
02/24/2009	01:00 PM	Regular Town Board Meeting	Agenda	Minutes
02/13/2009	10:00 AM	Town Board Work Session	Agenda	Minutes
02/10/2009	01:00 PM	Regular Town Board Meeting	Agenda	Minutes



The Notices screen lists all recent legal notices and their publish dates, broken down by type.



Town of Southampton

Long Island, NY

Welcome, Visitor
[\[Help\]](#)

[Home](#) [Search](#) [Calendar](#) [Media](#) [Notices](#) [Contact Us](#)

Meeting Group

Town Board

Go

Search

Planning Board Resolution

Enter Search Text Here

Find

[Print This Page](#)

Legal Notices

(For the past 12 months.)

Notice to Bidders	Publish Date
Reject Bids Paper Products and Cleaning Supplies	6/5/2008
Notice to Bidders-X-Ray Scanner for Justice Court	6/19/2008
Publish RFQ for Housing Plan	7/3/2008
Notice to Bidders-Ford F550 Heavy Duty Truck	7/17/2008
Notice to Bidders--Roof Project	7/17/2008
Install Gravel Parking Lot at Marder's Building	7/17/2008
Notice to Bidders-NS Landfill Grading & Leachate	7/31/2008
Notice to Bidders Purchase Install Cablecast Equip	8/21/2008
Notice to Bidders-Ejector Trailers Waste Managment	9/4/2008
Notice to Bidders - Disaster Debris Removal	9/4/2008
Notice to Bidders - Debris Monitors	9/4/2008
Notice to Bidders - Disaster Equipment Leasing	9/4/2008



To download a printable PDF of this presentation please click the paperclip icon found in the bottom right hand corner below.



The window shown below will appear, which will allow you to download the requested PDF.

